

Division of Aging: Case Management Consultant On-Line Manual

Family Social Service Administration (FSSA)

<http://www.in.gov/fssa/>

Division of Aging (DA)

<http://www.in.gov/fssa/da/index.htm>

*Quality Assurance

*Money Follows the Person (MFP)

*Indiana Adult Protective Services Unit (APS)

*Senior Employment

*Pre-Admission Screening Unit

*Contracts

Core Standards for Case Management

*DA HCBS Waiver Program Provider Manual, Section 6 Case Management

<http://provider.indianamedicaid.com/ihcp/manuals/DA%20HCBS%20Waiver%20Provider%20Manual.pdf>

* Internal Expectations (Team, Sup, WVR Coordinators, case loads, funding knowledge)

*Participant/family dynamics

*Agency dynamics

*State Expectations

*Time Frames; 30 days; 50 days to confirm; LOC every 180 days

*State Required Forms (Refer to Binder)

Application for Long-Term Care Services (LTC Application)

Physician Certification for Long-Term Care Services (450B)

450B Attachment (Form 11)

Plan of Care/ Cost Comparison Budget S (CCB) Signature Page

Statement for Freedom of Choice

Case Management Orientation (On-Line Training)

<http://www.in.gov/fssa/da/4934.htm>

General Section:

CMO Waiver

CMO Service Definitions

CMO Case Management

Level of Care Section:

CMO General

CMO Narrative

CMO Skilled Needs

CMO Activities of Daily Living

Miscellaneous Section:

CMO Medicaid

CMO Hearing and Appeals

QA Section:

CMO Intro

CMO Incident
CMO Quality Improvement

Area Agency on Aging (AAA)

<http://www.iaaaa.org>

http://www.in.gov/fssa/files/AAA_Map_Edited_April_11_2012.pdf

Indiana State Rules and Regulations

Waiver Manual

<http://www.indianamedicaid.com/ihcp/Publications/manuals.htm>

Medicaid Provider Manuals

<http://provider.indianamedicaid.com/general-provider-services/manuals.aspx>

HCBS Provider Manual

[www.indianamedicaid.com/ihcp/Manuals/Other/HCBS%20Waiver%20Provider%20Manual%20 %202-13-2007.pdf](http://www.indianamedicaid.com/ihcp/Manuals/Other/HCBS%20Waiver%20Provider%20Manual%20%202-13-2007.pdf)

Indiana Code 12-10

http://www.in.gov/legislative/ic_iac/

Indiana Administrative Code 455 IAC 1.2

http://www.in.gov/legislative/ic_iac/

Division of Family Resources (DFR)

<http://www.in.gov/fssa/dfr/4494.htm>

Indiana Medicaid – HP website

<http://member.indianamedicaid.com/>

Aged & Disabled (AD) Manual

<http://www.in.gov/fssa/da/3476.htm>

Page 1; 6; 13-17	Purpose of the HCBS Waiver Program
Page 33	Money Follows the Person (MFP); Access and Eligibility
Page 39	Participant Access and Eligibility (MA); Spousal Impoverishment
Page 41- 43	Process for Level of Care Evaluations/Reevaluations
Page 49	Freedom of Choice
Page 49	Access to Services by Limited English Proficiency Persons

Service Specifications (pages 50-102)

Page 50-52	Adult Day Service (ADS)
Page 53-54	Attendant Care (ATTC)
Page 57-59	Case Management (CM/CMGT/CMFR)
Page 60-61	Homemaker (HMK)
Page 63-64	Respite (RHOHE/RSKNU)
Page 65-67; 185	Adult Family Care (AFC); Payment for Room and Board
Page 69-70; 185	Assisted Living (AL); Payment for Room and Board
Page 71	Community Transition (CT) {Usually on MFP Care Plans}
Page 73-74	Environmental Modification Assessment (EMOD Spec & Exam)
Page 76-79	Environmental Modifications (EMOD/HOMI/HOMM)
Page 82-83	Health Care Coordination (HCC)
Page 84-85	Home Delivered Meals (HDM)
Page 86-87	Nutritional Supplements (NUTS)
Page 88	Emergency Response System (PERS)
Page 89-90	Pest Control (PEST)
Page 91-93	Specialized Medical Equipment and Supplies (ATCH)
Page 95-96	Structured Family Caregiving (SFC)
Page 97-98	Transportation
Page 100-102	Vehicle Modifications (VMOD/VMODM)

Relevant Information

Page 104-105	Service in Facilities
Page 106	Provision of Personal Care or Similar Services by Legally Responsible Individuals
Page 119-123	Service Plan Development
Page 138-145	Participant Direction of Services (Self Directed Attendant Care Services/ CD-ATTC/PPL)
Page 150-153	Participant Rights: Opportunity to Request a Fair Hearing
Page 153-159	Participant Safeguards: Response to Critical Events or Incidents/ Restraints/ Medication Management/ Health and Welfare
Page 168-171	Quality Improvement
Page 171-173; 178-180	Financial Integrity and Accountability (Auditing)

Traumatic Brain Injury (TBI) Manual

<http://www.in.gov/fssa/da/3476.htm>

Page 1; 6;14-17	Purpose of the HCBS Waiver Program
Page 33	Money Follows the Person (MFP); Access and Eligibility
Page 39	Participant Access and Eligibility (MA); Spousal Impoverishment
Page 40-43	Evaluation/Reevaluation of Level of Care
Page 50	Freedom of Choice
Page 50	Access to Services by Limited English Proficiency Persons

Service Specifications (pages 51-107)

Page 51-52	Adult Day Service (ADS)
Page 54-55	Attendant Care (ATTC)
Page 57-60	Case Management (CM/CMGT/CMFR)
Page 60-62	Homemaker (HMK)
Page 64-65	Residential Based Habilitation (RESHAB)
Page 66-67	Respite (RHOHE/RSKNU)
Page 68	Structured Day Program/ Day Habilitation
Page 70	Supported Employment
Page 72-74;185	Adult Family Care (AFC); Payment for Room and Board
Page 76-77; 185	Assisted Living (AL); Payment for Room and Board
Page 78-79	Behavioral Management/Behavior Program and Counseling
Page 81-82	Community Transition (CT) {Usually on MFP Care Plans}
Page 83-86	Environmental Modifications (EMOD/HOMI/HOMM)
Page 90-91	Health Care Coordination (HCC)
Page 92-93	Home Delivered Meals (HDM)
Page 94	Nutritional Supplements (NUTS)
Page 95-96	Emergency Response System (PERS)
Page 97-98	Pest Control (PEST)
Page 99-101	Specialized Medical Equipment and Supplies (ATCH)
Page 103	Transportation
Page 105-107	Vehicle Modifications (VMOD/VMODM)

Relevant Information

Page 109-110	Service in Facilities
Page 111-112	Provision of Personal Care or Similar Services by Legally Responsible Individuals
Page 126-130	Participant-Centered Planning and Service Delivery; Quality Improvement
Page 148-150	Participant Rights: Opportunity to Request a Fair Hearing
Page 150-157	Participant Safeguards: Response to Critical Events or Incidents/ Restraints/ Medication Management/ Health and Welfare
Page 166-170	Quality Improvement
Page 170-171; 177-179	Financial Integrity and Accountability (Auditing)

Options, Options, Options.....Determining the Best Funding and Service Options

- Prior Authorization
 - Side-By-Side Comparison
http://provider.indianamedicaid.com/ihcp/Publications/bulletin_results.asp#results
 - Hospice, Home and Community-Based Services and Medicaid Home Health Services
http://provider.indianamedicaid.com/ihcp/Publications/bulletin_results.asp#results
- Division of Aging:
 - AD and TBI Waivers <http://www.in.gov/fssa/da/index.htm>
 - NFLOC <http://www.in.gov/legislative/iac/T04050/A00010.PDF?>
 - CHOICE <http://www.in.gov/fssa/da/index.htm>
 - SSBG <http://www.in.gov/fssa/da/index.htm>
 - Title III <http://www.in.gov/fssa/da/index.htm>
- Division of Disability and Rehabilitative Services (DDRS); FSW and CIH Waivers
 - <http://www.in.gov/fssa/ddrs/4312.htm>
Refer to Binder for handouts:
 - Dec 2012 Procedural Guidance
 - Family Supports Waiver & Community Integration and Habilitation
- Medicare, Home Care
 - <http://www.cms.gov/regulations-and-guidance/guidance/manuals/downloads/bp102c07.pdf>
- Veterans Administration
 - <http://www.va.gov/healthbenefits/access/homehealthcare.asp>

Waiver Specialist Operations (Refer to Binder)

- ❖ A Waiver Specialist Guide in Reviewing Service Plans
- ❖ A Waiver Specialist Guide in Reviewing Level of Care; Eligibility Screens and Level of Care Review Forms
- ❖ A Waiver Specialist Guide in Reviewing Requests for Approval, Home Modifications, Equipment, and Vehicle Modifications
- ❖ Flow Charts
- ❖ Nursing Facility Level of Care; Eligibility Screen with Definitions
- ❖ Common Abbreviations
- ❖ Guide to RFI/MWU Request Prevention
- ❖ Case Management Trainings

Hotlist Management

- ❖ AD and TBI CCB Hotlist
- ❖ Confirmation Hotlist
- ❖ Data Entry Worksheet (DEW) Hotlist
- ❖ MWU Requests Hotlist
- ❖ ICES Match
- ❖ ICM LOC
- ❖ ICM RFA
- ❖ Slot Management – Waiver Unit Manager
- ❖ BDDS Notices – Waiver Unit Manager

